

<p align="center"><b>CM/ECF</b></p> <p align="center"><b>User's Guide</b></p> <p align="center"><b>Part 1</b></p> <p align="center">US Bankruptcy Court, Southern District of Iowa</p>	<p align="center">Chapter</p> <p align="center"><b>Document Preparation</b></p>
	<p align="center">Section</p> <p align="center"><b>Submitting Document/Attachments</b></p>

### Signature Line Format

The attorney inserts: /s/[**name of attorney**] or /s/[**name of client**] in lieu of his or her original signature. The attorney retains possession of the original document with original signature(s) of attorney and client.

### Authenticity of Documents

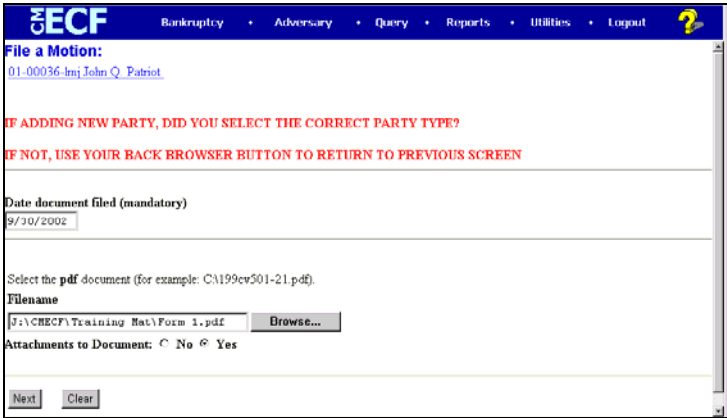
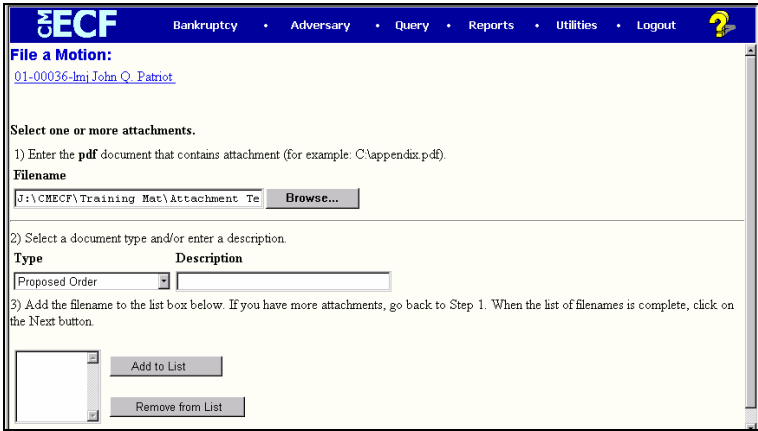
The paper version and electronically filed version of a document must be exact duplicates. The attorney and client original signature on the paper version constitutes his or her attestation that no changes, alterations or other modifications have been made with the sole exception that the paper version shall contain original signatures. The attorney must retain the original signed document (electronically filed) through the time period for appeal.

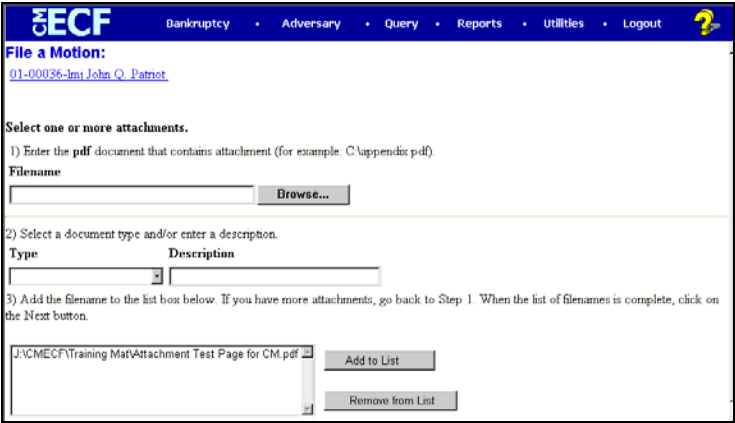
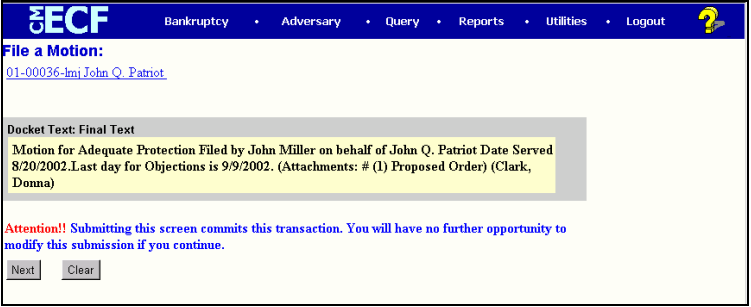
### Document Submission

- **Browse to Attach Main Document**

<p><b>Document Selection Screen</b></p> <p>Click on Browse and select the location of the main PDF document. Remember to view the document before attaching.</p>	
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- Attachment to Main Document

<p><b>Document Selection Screen Indicating Attachments</b></p> <p>Click Yes to attach document.</p>	
<p><b>Browse to Pick PDF File Attachment</b></p> <p>Click on Browse Button and select the directory and file for the attachment.</p>	
<p><b>Type/Description</b></p> <p>Optional fields. Select type from pick list and enter description.</p>	<p>Types: Appendix, List of 20 Largest Creditors, Exhibit, Index, Affidavit, Revision, Schedule, Supplement, Volume(s)</p>

<p><b>Add to List</b></p> <p>Click Add to List and file location of attachment appears on the list. If there is more than one attachment, add another attachment and select Add to List.</p>	
<p><b>Docket Text Reflecting Attachment</b></p>	

### Limitation on Attachments

Limit of twenty (20) 8 ½” x 11” pages attached. If more pages are necessary, attach a page summarizing attachment and give name, location and phone number where the attachments are available for viewing.

